

**State of California
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-427-7658-		Unit Pharmacy		
Class Title Pharmacy Technician		Location Pharmacy		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input type="checkbox"/> No	CBID R20	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of Pharmacist I and supervision of Pharmacist II, the Pharmacy Technician performs basic services in a Pharmacy and technical pharmaceutically related duties, which do not require licensure and to do other related work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
30%	Input Physician orders into the Pharmacy computer system.
30%	Prepares the unit dose cassettes.
10%	Exchange process.
20%	Maintains the unit dose area, keeping it clean, neat and appropriately stocked.
5%	Clerical work.
	<u>MARGINAL FUNCTIONS</u>
5%	All other duties and special projects as assigned consistent with this classification Shall be available to act as a relief Pharmacy Assistant as necessary and as the need arises, perform all other duties of a Pharmacy Assistant as directed by the Pharmacist I.

Other Information	<p>SUPERVISION RECEIVED</p> <ul style="list-style-type: none"> • Under the supervision of the Pharmacist II and general direction of the Pharmacist I. • <p>SUPERVISION EXERCISED</p> <ul style="list-style-type: none"> • Not applicable <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Basic clerical, record keeping and pharmaceutical office practices; basic pharmaceutical terminology; weights and measures; sterile techniques</p> <p>ABILITY TO: Follow written and oral meticulous instructions; read and write English; perform mathematical computations with accuracy; learn and distinguish subtle differences in pharmaceutical terminology; type accurately.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, able to walk at least 3miles/hours from pharmacy to areas of service, pushing and pulling up to 100 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Demonstrates competencies required to function effectively in current assignment • Able to enter orders into the P.O.P. /PHO system. • Ability to update manual Patient profiles <p>TECHNICAL PROFICIENCY (SITE SPECIFIC)</p> <ul style="list-style-type: none"> • Demonstrates ability to use specialized skills, equipment and materials necessary to perform current assignment. Demonstrates aseptic technique <p>LICENSE OR CERTIFICATION</p> <ul style="list-style-type: none"> • It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must: <ul style="list-style-type: none"> • Possess a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy.
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TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training, including Medicare compliance training and Fraud, Waste and Abuse training

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
